

**RUNNEMEDE SCHOOL DISTRICT  
REQUEST FOR QUOTES**

**Architectural and Engineering Firm  
Scope of Services**

The Board of Education desires to appoint a firm to provide consulting architectural and engineering services to the board. Applicants should demonstrate knowledge and experience with respect to all aspects of engineering services required by a school board. Any experience or knowledge of matters that directly affect the Board of Education should be addressed.

All Submissions must be received at the School District's Administrative Office by **1:00 p m on Thursday, April 28, 2011** at which time they will be publicly opened.

**Minimum Qualifications**

1. Must be certified to provide engineering services in the State of New Jersey.
2. Must have a minimum of ten (10) years experience in providing consulting services to boards of education.
3. Must be experienced in obtaining permits and approvals from various state, county and local regulatory agencies.
4. Must maintain a staff of New Jersey licensed or certified professionals sufficient to service the Board of Education including, but not limited to civil engineers, land surveyors, planners, environmental scientists and construction clerks.
5. Must maintain a principal office location in close proximity to the Board of Education so as to be able to respond to emergent matters promptly.
6. Must be experienced in the preparation of grant applications.
7. Must have project managers with at least ten (10) years of school board experience.
8. Must list past and present school boards served as consulting engineer.
9. Must provide hourly billing rates for employees possibly assigned to service the Board of Education.

Any questions regarding this Request for Proposals should be directed to Valerie Carmody, Interim School Business Administrator of the Runnemede School District.

Please submit two (2) copies of the proposal to:  
**Valerie Carmody, Interim Business Administrator**  
**Runnemede Board of Education**  
**505 W. Third Avenue,**  
**Runnemede New Jersey 08083**  
**856-931-5367**

### **Submission**

Proposing firms shall provide evidence that the minimum qualifications are met. Proposal should also include cost details including hourly rates of the individuals who perform services and a list delineating the numbers and types of public clients represented by the solicitor and firm.

### **Evaluation of Proposals**

The School District intends to award a professional services contract for the defined scope of work under the Fair and Open Process in accordance with N.J.S.A. 19:44A-20.4 et seq.

The proposals will be evaluated by a committee of staff and Board Members of the School District based upon information supplies by each Proposer in response to this RFP and the following criteria:

- I. Ability to meet all minimum qualifications.**
- II. Overall knowledge and familiarity with the operations of the School District.**
- III. Experience of the firm in providing similar services to other public bodies, with special emphasis on experience in New Jersey.**
- IV. Qualifications and experience of the professional.**
- V. Qualification and experience of the other members of the professional's firm.**
- VI. The hourly rates proposed. The proposal shall identify whether clerical and other overhead costs will be billed separately or included in the hourly labor rate for the architect.**

# **RUNNEMEDE SCHOOL DISTRICT**

## **REQUEST FOR PROPOSALS**

### **SUPPLEMENTAL DOCUMENTS REQUIRED**

Three (2) copies of the Proposal are to be submitted with the following additional information with the proposal:

1. Affirmative Action Statement (see attached for signature) along with Certificate of Employee Information Report.
2. New Jersey Business Registration Certificate issued by NJ Department of Treasury.
3. "Pay to Play" disclosure form (see attached).

Information beyond the minimum requirements may also be submitted.

Proposals that fail to provide all information requested may be rejected at the sole discretion of the Board of Education.

**RUNNEMEDE SCHOOL DISTRICT**

**CONTRACT ADDENDUM  
P.L. 1975, c. 127 (N.J.A.C. 17:27)**

**MANDATORY AFFIRMATIVE ACTION LANGUAGE FOR  
PROCUREMENT, PROFESSIONAL, AND SERVICE CONTRACTS**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. The contractor will take affirmative action to ensure that such applicants are recruited and employed and that employees are treated during employment without regard to their age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places available to employees and applicants for employment notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause;

The contractor or subcontractor, where applicable, will in all solicitations or advertisements for employees placed by or on behalf of the contractor state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation;

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment;

The contractor or subcontractor, where applicable, agrees to comply with the regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to attempt in good faith to employ minority and female workers consistent with the applicable county employment goals prescribed by N.J.A.C. 17:27.5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as

amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Affirmative

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Contract Addendum – Affirmative Action

Action Office pursuant to N.J.A.C. 17:27.5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127 as amended and supplemented from time to time.

The contractor or subcontractor agrees to inform, in writing, appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal Court decisions;

The contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and conform with the applicable employment goals consistent with the statutes and court decisions of the State of New Jersey and applicable Federal law and applicable Federal court decisions;

The contractor and its subcontractors shall furnish such reports or other documents to the Affirmative Action Office as may be requested by the Office from time to time in order to carry out the purposes of these regulations and public agencies shall furnish such information as may be requested by the Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (N.J.A.C. 17:27).

The undersigned affirms inclusion of this Affirmative Action Language Exhibit "A" as an annex to agreement with the Barrington Board of Education for rendering services and products for the duration of the agreement.

\_\_\_\_\_  
Company or Firm Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

**Runnemede Board of Education**

**Business Office**

505 W. 3<sup>rd</sup> Avenue  
Runnemede, NJ 08078

**Chapter 271**

**Political Contribution Disclosure Form**

(Contracts that Exceed \$17,500.00)

Ref. N.J.S.A. 52:34-25

**Part I – Vendor Information**

|              |        |      |  |
|--------------|--------|------|--|
| Vendor Name: |        |      |  |
| Address:     |        |      |  |
| City:        | State: | Zip: |  |

The undersigned being authorized to certify, hereby certifies that the submission herein represents compliance with the provisions N.J.S.A. 19:44-20.26 and as represented by the Instructions accompanying this form.

\_\_\_\_\_  
Signature  
Title

\_\_\_\_\_  
Printed Name

**Part II – Contribution Disclosure**

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

Check here if disclosure is provided in electronic form.

| <u>Contributor Name</u> | <u>Recipient Name</u> | <u>Date</u> | <u>Dollar Amount</u> |
|-------------------------|-----------------------|-------------|----------------------|
|                         |                       |             | \$                   |
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Check here if the information is continued on subsequent page(s).

No Reportable Contributions (Please check (✓) if applicable.)

I certify that \_\_\_\_\_ (Business Entity) made no reportable contributions to any elected official, political candidate or any political committee as defined in N.J.S.A. 19:44-20.26.